

Business Requirements Document (BRD)

Mashreq Digital Bank Pakistan

Function: **Reconciliation of SBP Main Account**

Dated: 30th Jul 2025

1. Introduction

This document defines the enhanced reconciliation process for the **State Bank of Pakistan (SBP) Main Account** by:

- Incorporating **two book-side statements from SBP** (email + RTGS Excel).
- Matching them against **internal book-side records** (WebTech → FlexCube).
- Ensuring **automated filtering of irrelevant entries** (e.g., "*Mashreq Bank Pakistan Limited RT AC*").
- Maintaining **audit trails** and **duplicate resolution**.

2. Background

2.1 Previous Process

Reconciliation was performed via **TLM system** using:

- **Our Book:**
 - **WebTech** (source system) → **FlexCube** (core banking).
- **Their Book:**
 - No external SBP statements were used (only internal data cross-verification).

2.2 Current Changes

With the **SBP Main Account operational**, we now receive:

1. **SBP Email Statement**
 - **Format:** PDF via email.
 - **Content:** 1-2 government payments (often with irrelevant narration).
2. **SBP RTGS Excel Statement**
 - **Source:** Downloaded from SBP's RTGS portal.
 - **Content:** 95%+ of daily transactions.

2.3 Key Challenges

- **Redundancy:** Overlaps between email and RTGS statements.
- **Noise in Data:** Email statements contain non-relevant narrations (e.g., "*Mashreq Bank Pakistan Limited RT AC*").
- **Manual Effort:** Current process lacks automation for statement ingestion/filtering.

3. Business Requirements

3.1 Data Sources

Category	Source	Format	Usage
Our Book	WebTech	Database	Primary source for GL entries.
	FlexCube	Core Banking	Cross-verification of WebTech data.
Their Book	SBP Email Statement	PDF/Excel	Limited transactions (1-2/day).
	SBP RTGS Excel Statement	Excel	Comprehensive daily transactions.

3.2 Reconciliation Logic Enhancements

1. **Statement Ingestion:**
 - o TLM must accept **both SBP statements** (email + RTGS Excel).
2. **Narration Filtering:**
 - o Automatically **exclude** entries with narration: "*Mashreq Bank Pakistan Limited RT AC*".
3. **Duplicate Handling:**
 - o **Priority:** RTGS entries > Email entries (where overlaps exist).
 - o Flag duplicates for audit purposes.
4. **Audit Trails:**

- o Log all statement uploads, reconciliations, and manual overrides.

4. Functional Requirements

4.1 Data Processing

Req ID	Requirement	Details
FR-1	Multi-Format Ingestion	Support PDF (email) + Excel (RTGS) parsing.
FR-2	Automated Narration Filtering	Exclude " <i>Mashreq Bank Pakistan Limited RT AC</i> " from email statements.
FR-3	DR/CR Entry Validation	Ensure only valid debit/credit entries are processed.
FR-4	Duplicate Resolution	Auto-resolve overlaps (RTGS as primary source).

4.2 Reporting & Compliance

Req ID	Requirement	Details
FR-5	Reconciliation Reports	Highlight: Matched, Unmatched, Excluded entries.
FR-6	Audit Logs	Track statement uploads, user actions, and system overrides.
FR-7	SLA Adherence	Complete reconciliation within 2 hours of statement receipt.

5. Non-Functional Requirements

Category	Requirement
Performance	Process 10,000+ transactions/day with <1% latency.
Security	Role-based access to SBP statements (Treasury Ops only).
Usability	Intuitive UI for manual intervention (e.g., unmatched entry resolution).
Compatibility	Support Excel (XLSX, CSV) and PDF (text-extractable).

6. Stakeholders & Responsibilities

Role	Department	Responsibilities
Treasury Operations	Treasury	Upload SBP statements; initiate reconciliation.
Reconciliation Team	Operations	Configure TLM rules; resolve exceptions.
IT Support	IT	System integration; automate RTGS downloads.
Compliance/Audit	Risk	Validate reconciliation accuracy; review audit logs.

7. Assumptions & Dependencies

7.1 Assumptions

- SBP will **not change** email/RTGS statement formats abruptly.
- FlexCube and WebTech remain **synchronized** (no data lag).
- TLM can be configured **without additional licensing costs**.

7.2 Dependencies

Dependency	Owner	Status
SBP RTGS System Access	IT	Pending
Email Statement Delivery	SBP	Confirmed
TLM System Upgrades	IT/ Vendor	In Progress

8. Risks & Mitigation

Risk	Impact	Mitigation Strategy
SBP Format Changes	High	Regular validation checks; alert mechanisms for anomalies.
RTGS Download Failures	Medium	Fallback to manual upload with SLA alerts.
Duplicate Transactions	Low	Priority-based resolution (RTGS > Email).

9.2 System Upgrades

- **TLM Modifications:**

- o Add **PDF/Excel parsers**.
- o Implement **narration-based filtering**.
- **Automation Scripts:**
 - o Auto-download RTGS statements daily.
 - o Validate email statement formats.

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10. Approval

This BRD has been reviewed and approved by the following stakeholders:

Name	Designation	Signature	Date
Syed Ahmer Hasnain Abidi	Country Treasury Operations Manager		13-Mar-25
Asif Ali Siddiqui	Head of Operations		13-Mar-25